Com -9

DD/S&T 869-68

1 March 1968

PROJECT OFFICERS HANDBOOK WORKING GROUP

Minutes of the Third and Fourth Meeting held
28 and 29 February at Ames Building

1. The Project Officers Handbook was reviewed in detail
and a number of small changes were developed to adapt the
Handbook for Agency use. Several significant items were identified
which need further directorate study in order to determine whether
a common Agency practice can be easily reached. These are:

a. I-10, 11, 12. Approval For Solicitation

This item now calls for a memorandum to be submitted
to the Deputy Director advising him of an intent to solicit
proposals for those projects whose cost is expected to exceed
☐ . Would it be useful for each Directorate to follow this
practice with action on these memoranda delegated, if desired,
to someone in the Directorate other than the Deputy Director
himself? Should this item be delegated and directorate practices
for this item, if desired, established separate from the Handbook
through directorate memoranda?

b. III-2, 3. Contract Overrun Approval

This item now spells out Office Director authority
for overrun approvals. This authority depends upon the amount
of overrun and the value of the contract. The levels specified
in the Handbook appear to be out of date. What approval
authority should be recommended, and what should be the
relationship with regard to amount of overrun and contract
value?

c. IV-8. Design Review Board

The current description of this procedure fails to
convey the desired impression regarding the elective nature of

25X1

MORI/CDF

DD/S&T FILE COPY

Design Review Board use and the flexibility with which the procedures may be applied. Can the procedure be introduced in a better way: would it be helpful if the procedure was made an appendix or started with a new page: should the DRB description remain in the Handbook?

    d.   V-3 to 41.   Contract Information System

      In or out?

    e.   V-42.   Files

      This item provides some guidance to the Project Officer on what material should be retained in his files and what disposition should be made of these files when the items under the contract have been delivered and accepted. Would it serve any purpose to have uniform Agency procedures in place of the current practice in which some Directorates maintain a central file and in other Directorates the Project Officer maintains whatever files he wishes? If the specific description which now appears in the Handbook is deleted, what should be substituted to simply indicate the importance of updating files with a reference to appropriate directorate practices?

2.   I believe the above constitute all the major items which we identified. In addition, however, suggestions in three other areas should be developed:

    a.   There appears to be a need for greater development of the Project Officer/Contracting Officer relationship. For   25X1 example, the corresponding responsibilities and liabilities of each of these important team members should be defined as clearly as possible. I have attached a part of [   ] memorandum which may be useful, and it has been suggested that the material which now appears in Ethics, V-46, 47, might be better incorporated in this development. Recommended drafts dealing with this should be prepared, together with a recommendation as to where it should appear in the Handbook.

    b.   Some mechanism for quick identification of especially important items might be useful. Possible ways of doing this, such as boldface print, should be considered, and the items which should be emphasized should be identified.

<div align="center">-2-</div>

    c. It may be possible to incorporate key sections of a draft Security Manual for Project Officers into the Project Officers Handbook. This would provide much needed detailed guidance in this area. (No action is required on the part of members. Suggested drafts may be available for review at the next meeting).

3. The present marked up Project Officers Handbook should be reviewed in Directorates and appropriate recommendations developed.

4. The next meetings are scheduled for March 13, 14 and 15 at 0900 in [_____] 25X1

    a. Resolve as many of the outstanding items as possible.

    b. Develop items for the R&D Coordinator to resolve with the Deputy Directors.

25X1

5. [_____] will maintain a master copy of the marked up Handbook in the event that you wish to check on any particular pages.

25X1

Special Assistant to the
DD/S&T

25X1

Attachment:
   Excerpt from [_____] memorandum
   29 February, 1968 (DD/S&T-829/68).

Distribution:
   1 - Each Member

25X1

      TSD/DE/DDP
      ORD/DD/S&T
      OC/DDS
      DDI
      OL/CRB/DDS

   1 - EO/DD/S&T
     ADD/S&T

25X1

     DD/S&T
   1 [_____]
   1

25X1

   1 - RCS File
   2 - DD/S&T Registry   -3-

[_____] sb 7655 (1 March 68)

CIA INTERNAL USE ONLY

When the contractor assumes the risk of proceeding without authority of the contracting officer he does so with full expectation of being reimbursed for costs which he incurs prior to the issuance of the contract. Further, he always expects the effective date of the contract to be that date on which he first incurs costs. Very seldom are these cases ever brought to the attention of the contracting officer at the time the question first arises between contractor and project officer. In nearly all cases the project officer will assume that the contractor's assumption of risk places the matter beyond the responsibility or control of the project officer. Although it will be difficult to establish, I am sure that there are some cases where the project officer impliedly agrees to the contractor's proceeding even when the contractor does not assume the risk. In any event if the project officer does not object to the contractor's proceeding, there is a strong possibility that his knowledge of the contractor's intention without objection can be construed as "implied consent."

25X1

29 February 1968